

2011 CCI Syllabus

U.S. Department of Energy Office of Science - Community College Initiative (CCI) Brookhaven National Laboratory (BNL)

February 01	Student Applications made available to BNL staff	
May 13	Application Deadline and Last Day students will be notified of appointment	
May 19	All CCI students receive pre-appointment information from the Office of Educational Programs (OEP) pertaining to:	
	<ul style="list-style-type: none"> • Start date and end date • Project description and mentor information • Housing information • Deliverables required by student participants • Orientation information (when and where) 	
May 19	Mentor Orientation – Syllabus and successful mentoring techniques are discussed.	
Sunday, June 05	Arrival Dormitory Check-in Welcome Dinner with OEP staff at Bldg 400	
June 06–June 10 (Wk I)	Students participate in Enrichment Component and work in their laboratories	
Monday, June 06	8:00 am – 9:15 am 9:15 am-12:15 am 12:30 pm-1:30 pm 2:00 pm – 3:30 pm 2:00 pm - 5:00 pm 5:00 pm – 8:00 pm	All students arrive and check-in at Berkner Hall (Bldg 488) Orientation <ul style="list-style-type: none"> • BNL overview • BNL policies • <u>GROUP PHOTO</u> • Environmental safety and health training information • BNL Pre-participation survey • Enrichment component overview • Research paper and poster presentation guidelines • Discussion of student and mentor roles • Emergency services information (Industrial Medicine Clinic, Employee Assistance Program, firehouse, police) • Additional student resources (e.g. www, e-mail; transportation: on-site shuttle, bicycles, weekday Long Island RR connection; recreation; Toastmasters) Lunch with Mentors at Berkner Hall (Bldg 488) Only Biology interns report to Bldg 463 Seminar Rm. for a Dept. Orientation Physics interns report to Bldg 510, Orange Rm. for a Dept. Orientation Rad Worker 1 – Pt II (Bldg 438 Auditorium) or Department Check-in Transportation provided for shopping at local grocery center for students who need supplies
Tuesday, June 07	8:30 am – 9:15 am 9:30 am – 5:00 pm 1:00 pm – 5:00 pm	Tour of Research Library Students report to assigned departments CCI interns also take additional safety training as required and complete pre-survey through EduLink at Bldg 438.
Wednesday, June 08	8:30 am – 10:00 am 10:30 am – 12:00 noon 12:00 noon – 5:00 pm	CCI & PST interns Tour Session I. Meet bus at Berkner Hall - Bldg 488 Only FaST Students meeting with Program Manager (OEP - Bldg 438) FaST participants Tour Session II. Meet bus at Berkner Hall – Bldg 488 CCI Meeting with Program Manager & Lecturer (OEP - Bldg 438) Students report to assigned departments
Thursday, June 09	8:30 am – 3:00 pm 3:00 pm – 5:00 pm	Students report to assigned departments CCI ENRICHMENT STARTS AT OEP Auditorium – Bldg 438 Topics: Workplace behavior Building positive relationships
Friday, June 10	8:30 am – 5:00 pm 12:00 pm – 5:00 pm	Students report to assigned departments DOE Pre-Survey due via EduLink , submit New Appointment Checklist and stipend distribution
June 13 -17 (Week 2)	8:30 am – 5:00 pm	Students work in their laboratories Monday through Friday

Thursday, June 16	3:00 pm – 5:00 pm	Enrichment Component continues each Thursday covering various topics: <ul style="list-style-type: none"> Scientific research workshop
Friday, June 17	12:00 pm – 5:00 pm	Weekly Reports due and stipend distribution
June 20 -24 (Week 3)	8:30 am – 5:00 pm	Students work in their laboratories Monday through Friday
Thursday, June 23	3:00 pm – 5:00 pm	Enrichment Component continues each Thursday covering various topics: <ul style="list-style-type: none"> Scientific abstract workshop Research Paper writing workshop
Friday, June 24	12:00 pm – 5:00 pm	Weekly Reports due and stipend distribution
Jun 27- Jul 01 (Week 4)	8:30 am – 5:00 pm	Students work in their laboratories Mon., through Fri.
Thursday, June 30	3:00 pm – 5:00 pm	Enrichment Component continues each Thursday covering various topics
Friday, July 01	12:00 pm – 5:00 pm	Weekly Reports due and stipend distribution

Jul 04 –Jul 08 (Week 5) Monday, July 04 & Tuesday, July 05 - Holiday, Laboratory Closed

	8:30 am – 5:00 pm	Students work in their laboratories Wednesday to Friday.
Thursday, July 07	3:00 pm – 5:00 pm	Enrichment Component continues each Thursday covering various topics
Friday, July 08		<u>ABSTRACT: DRAFT DUE</u> Weekly Reports due and stipend distribution

July 11 -15 (Week 6)	8:30 am – 5:00 pm	Students work in their laboratories Monday through Friday
Thursday, July 14	3:00 pm – 5:00 pm	Enrichment Component continues each Thursday covering various topics
Friday, July 15	12:00 pm – 5:00 pm	Weekly Reports due and stipend distribution

July 18 - 22 (Week 7)	8:30 am – 5:00 pm	Students work in their laboratories Monday through Friday
Thursday, July 21	3:00 pm – 5:00 pm	Enrichment Component continues each Thursday covering various topics
Friday, July 22	12:00 pm – 5:00 pm	Weekly Reports due and stipend distribution <ul style="list-style-type: none"> <u>ABSTRACT: DEPARTMENTAL DRAFT DUE</u>

July 25 – 29 (Week 8)	8:30 am – 5:00 pm	Students work in their laboratories Monday through Friday
Thursday, July 28	3:00 pm – 5:00 pm	Enrichment Component continues each Thursday covering various topics <ul style="list-style-type: none"> <i>Draft Research Paper due</i>
Friday, July 29	12:00 pm – 5:00 pm	Weekly Reports due and stipend distribution

Aug 1 –Aug 5 (Week 9)	8:30 am – 5:00 pm	Students work in their laboratories Monday through Friday
Tuesday, Aug 04	8:30 am – 5:00 pm	<i>Poster printing begins</i>
	3:00 pm – 5:00 pm	Enrichment Component continues covering various topics: <ul style="list-style-type: none"> Oral presentation workshop
Friday, Aug 05	12:00 pm – 5:00 pm	Weekly Reports due and stipend distribution

August 08 -12 (Week 10) Students work in their laboratories and on their presentations all week.

Monday, August 08	5:00 pm	<u>No Enrichment Component</u>
Tuesday, August 09	8:30 am – 5:00 pm	<u>FINAL ABSTRACT DUE</u> Last Day for Poster Printing
Wednesday, August 10	9:00 am – 10:30 am	Graduate School Panel Session
	11:00 am – 1:30 pm	Poster Presentations - dry run
	2:00 pm – 4:00 pm	Graduate School Fair
Thursday, August 11	8:30 am – 4:00 pm	Student Symposium, Poster Presentations & Closing Ceremony

Friday, August 12 Last Day

Student Deliverables due:

- **Research paper and abstract (hard copy)**
- **Electronic copies of poster session, technical presentation, and research paper**
- **BNL Exit Survey**
- **DOE Post Survey through EduLink**
- **Stipend distribution**
- **Dormitory check-out/departure**